



TRANSFER/PROMOTIONAL OPPORTUNITY

ACCOUNTING PROGRAM ASSISTANT III
Office of the Comptroller

PURPOSE:

To ensure that the City is complying with the allowable cost requirements of the Community Development Block Grant (CDBG) program. The person in this position works closely with City departments and the City's sub-recipient financial personnel to ensure that expenditures of the grants are allowable and allocable, timely, accurate and compliant with grant guidelines.

ESSENTIAL FUNCTIONS:

- Audit sub-recipients' cost reports to ensure accuracy, completeness, consistency with approved budget/cost allocation plan, and compliance with federal policy guidelines.
- Determine reasonableness of cash advances requested; reconcile and make adjustments as necessary.
- Monitor inconsistencies or discrepancies in cost reports and alert auditors/accounting specialists of possible questioned costs.
- Verify proof of liability insurance coverage prior to payment approval.
- Prepare corrected cost reports, schedules of paid costs and written correspondence to sub-recipients detailing any audit adjustments made.
- Answer questions from various community based organizations related to grant requirements and adjustments made to monthly cost reports.
- Maintain accurate records of the grant contracts.
- Audit City department miscellaneous vouchers relating to the grant funds, verifying invoices, and budgetary line information and charges.
- Schedule payments, budget check, assemble attachments and related supporting documentation for the voucher.
- Approve vouchers for timely payment and posting in the City's Financial Management Information System (FMIS).
- Answer questions from City departments related to grant requirements and audit adjustments made to vouchers.
- Assist Auditor and Accounting Specialist(s) with fiscal site reviews of organizations funded by the City's grants to ensure that the grant funds are administered in compliance with the grantor requirements.
- Serve as back-up to Accountant II for drawdown of funds under City grants.
- Provide external auditors with requested documents during annual audits as requested by the Division Manager.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period for the current position held.

Accounting Program Assistant III (Comptroller, Grants)

2. Four years of accounting support experience, including at least one year of experience as an Accounting Program Assistant II, Accounting Assistant III, or equivalent.
 - *Equivalent combinations of education and experience may be considered.*

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of accounting terminology and concepts.
- Knowledge of accounts payable processes.
- Knowledge of math and ability to perform accurate calculations.
- Ability to use standard office software to create and maintain complex spreadsheets, word processing documents, and reports.
- Ability to direct the work activities of subordinates and to provide guidance in handling complicated issues.
- Ability to provide information and technical support to customers in other departments.
- Ability to interact effectively and tactfully with coworkers and customers.
- Ability to recognize, analyze, and solve problems.
- Ability to communicate effectively, both orally and in writing.
- Detail-oriented and able to produce accurate work under strict deadlines.
- Ability to plan, organize and prioritize work.
- Ability to work independently.

SALARY (PR 5GN):

The current starting salary is \$41,198 annually for City of Milwaukee residents. The non-resident starting salary is \$40,589 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Office of the Comptroller reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414-286-2105.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286.3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Department of Employee Relations, Box APA, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI, 53202, by July 18, 2014.**
Receipt of applications may be discontinued any time after that date.